



Montana Legislative Services Division
Office of Research and Policy Analysis

EXHIBIT 2
DATE 01/09/2013
HB _____

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TO: House State Administration Committee
FROM: Sheri Scurr, Research Analyst, Legislative Services Division
DATE: January 9, 2013
SUBJECT: Committee Staffing

I am pleased to again be staffing the House State Administration Committee this session, my 12th regular session. I am a nonpartisan research analyst in the Legislative Services Division. I provide support to the presiding officer and to each of you as individual members of the committee. The following outline summarizes what services I perform as your staff.

1. I review each bill heard in the committee and advise the committee if there are:
 - ▶ constitutional issues;
 - ▶ internal inconsistencies;
 - ▶ conflicts with existing provisions and other bills; and
 - ▶ problems with the bill's compliance with our bill drafting standards;
2. I draft amendments upon the request of any legislator (either for committee or floor action).
 - ▶ please request amendments at least the day before you expect to offer it
 - ▶ legislators are responsible for moving the amendment in committee
3. I draft any committee bills. A committee bill draft request requires a 3/4ths vote of the full committee.
4. I am a resource to answer questions on rules or technical matters of committee procedure.
5. I am a resource if you want to request more information on a bill heard in the committee, if time allows.
6. I provide the same services to any subcommittees or any conference or free conference committee on a bill heard in this committee.

Although I offer moral support if needed, the committee secretary produces the committee reports and keeps the minutes and official record of votes. The committee secretary also schedules bills, notifies sponsors of hearing times, and issues public notices on bill hearings.

My office is located in Room 136 C. My regular office hours are:

- ▶ Mon. - Fri. from 7:00 a.m. to 7:45 a.m. and from 12:30 p.m. to 5:00 p.m.;
- ▶ on Saturdays if I am working; and
- ▶ by appointment.

I look forward to working with you. If you have any questions, please feel free to contact me at (406) 444-3596 or sscurr@mt.gov.

